

**UNAPPROVED MINUTES OF THE JANUARY 25, 2021 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Electronic: conference call and zoom to provide video options

Attending: **SBC Members**

John Pellegrin (At-Large), Sha Scott-Boyd (At-Large), Tracey Wood (At-Large), Joseph Underwood (Braddock), Gigi Thompson Jarvis (Dranesville), Gwyn Whittaker (Hunter Mill), Kelly Hebron (Lee), Daren Shumate (Mason), Nalin Jain (Providence), Marvin Powell (Sully)

Staff

Cathy Muse and Chris McGough, DPMM and Meaghan Kiefer, DEI

Guests

None

Absent: **SBC Members**

Melody Thorson (Mt. Vernon)

The Small Business Commission conducted a wholly electronic meeting (using a conference call option as well as a video conference option) because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. The public was encouraged to participate with notices providing call-in info and contact information for alternative accommodations. The meeting began at 7:00 p.m. and was facilitated by Chairman Powell.

- **Chairman Powell conducted the following actions relevant to electronic meetings:**
 - A sound and video check was conducted to ensure that each member of the BAC may be adequately heard and that all members could hear each other.
 - Chairman Powell stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.
- **Staff updates**
 - Cathy Muse, Director of the Dept. of Procurement and Material Management (DPMM), provided an update on general county operations and an update on the emergency response. The SBC discussed vaccine updates. Ms. Muse also provided a legislative update and noted [HB 1784](#) Small Business Procurement Enhancement Program (follow this [link](#) for 2021 legislative updates and information). More information about HB 1784 and other relevant items will be discussed at the next meeting.
 - As a reminder: RISE program updates can be viewed on the [Dashboard](#) and [Award Page](#)

- **Committee Updates**

- Chairman Hebron provided an update about the Community Business Partnership.
- Commissioner Wood provided an update from the Communications Committee.

- **Old Business**

- SBC conducted elections for Chair and Vice Chair. Commissioner Wood facilitated the process. Commissioner Powell was elected as Chair and Commissioner Shumate was elected as Vice Chair.
- The SBC continued discussing the Bea Malone Award and ideas for delivering the award/recognizing the winner.

- **New Business**

- Commissioner Whittaker volunteered to serve as the SBC's liaison to the County's Climate Adaptation and Resilience planning process. Information will be shared with the SBC as the process unfolds.
- The Small Business Commission welcomed newly appointed Commissioner Thompson Jarvis. Commissioners shared backgrounds and the group discussed future opportunities to best assist the Fairfax County small business community.

Adjournment – Chairman Powell adjourned the meeting at 8:10 p.m.